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Report for Week Ending 14 November 1956
from
PROJECT STAFF

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Security Office continues. This project is approximately 35% complete.

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.

General Information

25X1A9a Mr. [redacted] Deputy to Chief, Materials Division, OCR, accompanied last week's trip to the repository. The purpose of Mr. [redacted] 25X1A9a trip was to code, by subject and area, all unpublished materials on deposit.

Following a meeting with the OCR Records Officer a proposed revised file plan has been prepared for the Dosier Files of the Biographic Register. Proposed plan provides for converting to shelf filing and will permit returning to the main file room material now housed in 26 cabinets in the attic. In addition, the new plan will provide expansion for two years. 25X1A9a

Following a meeting with Mr. [redacted] of the Physical Security Division, decided to let the Special Badge Procedure continue for another week before making a test run with the accumulated cards.

An all day seminar conducted by the Remington Rand Corporation was attended by Mr. [redacted]

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